

APPROVED 10/23/03

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

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104 - BUREAU OF HUMAN RESOURCES

1.1	780	PERSONNEL HISTORY DATA	FE+5	FE+5	O		E	X	MAINTAINED BY ADS
1.1	1972	FLSA PROJECT FILES	AC+3	AC+3	O		O		PAPER, ELECTRONIC MAY CONTAIN SOME CONFIDENTIAL INFORMATION
1.1	4735	EMPLOYMENT VERIFICATIONS	CE+1	CE+1	O		P		
1.1.007	2783	CORRESPONDENCE, ADMINISTRATIVE	3	3	O	R	P	X	
1.1.007	2829	CORRESPONDENCE TO STATE COMPTROL- LER'S OFFICE PERTAINING TO SPECIAL PAYMENTS	3	3	O	R	P	X	
1.1.007	2892	RECRUITING CORRESPONDENCE	3	3	O	R	P	X	
1.1.008	2847	CORRESPONDENCE, GENERAL	1	1	O		O		PAPER, ELECTRONIC
1.1.013	2839	BULLETIN CALENDARS	CE+1	CE+1	O		P		
1.1.024	2825	RECORDS FOR DEVELOPING NEW BUREAU OF HUMAN RESOURCES AUTOMATED APPLICANT TRACKING	AC+3	AC+3	O	R	P		
1.1.025	2849	POLICY & PROCEDURE MANUALS	US+3	US+3	O	R	P	X	
1.1.038	2853	APPLICANT SURVEY CARDS	AV	AV	O	R	O		PAPER, ELECTRONIC; PAPER IS KEPT AC; AC=ENTERED INTO DATABASE AND THEN CARDS ARE DESTROYED
1.1.043	2889	ORIENTATION EVALUATION QUESTIONNAIRE	US+1	US+1	O		P		
1.1.043	2920	TRAINING MANUALS	US+1	US+1	O		P		
1.1.057	1844	TRANSITORY INFORMATION	AC	AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.064	2816	WORKLOAD MEASURES (BI-ANNUAL TO SUPPORT BUDGET REQUEST)	FE+3	FE+3	O		P	X	
1.1.067	2850	TRAINING REPORTS (OUT-OF-AGENCY)	3	3	O	R	P		

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1.1.067	2851	REPORTS - CONSULTANTS & COMMITTEES (GOVERNOR'S OFFICE SURVEYS)	3		3	O	R	P			
1.1.069	2840	MONTHLY ACTIVITY REPORT	1		1	O		P			
1.1.069	2897	BUREAU WORK MEASURES	1		1	O		P			
1.2.003	2800	FORMS HISTORY FILES	AC+1		AC+1	O		P			AC=DISCONTINUANCE OF USE OF FORM
1.2.006	2785	LOG OF RECORDS IN STORAGE	AC+2		AC+2	O		P			
3.1	2928	EMPLOYEE FILES(PERSONNEL ACTION APPLICATIONS, CHECKOUT SHEETS, VERIFICATION OF STATE SERVICE)	AC+2	3	AC+5	O		P			AC=TERMINATION OF EMPLOYMENT. CONTAINS CONFIDENTIAL DATA. 02-501-334
3.1	2950	NOTICE TO APPLICANT FOR INTERVIEW	2		2	O		P			
3.1	3712	AUTHORIZATION TO RELEASE INFORMATION RELATED TO EMPLOYMENT WITH TDH	3		3	O		P	X		
3.1	4622	RETURN TO WORK FILES	1		1	O		P			
3.1	5778	PERSONNEL SERVICES POOL FILES	AC+2		AC+2	O		P			AC=TERMINATION OF EMPLOYMENT WITH POOL; MAY CONTAIN CONFIDENTIAL DATA
3.1.	2828	REDUCTION IN FORCE FILES	AC+3		AC+3	O		P			
3.1.	2863	AGENCY FILES ON EMPLOYEES TRANSFERRED TO OTHER STATE AGENCIES	AC+3		AC+3	O		P			AC=DATE OF TRANSFER
3.1.	2949	MONTHLY LISTING OF EMPLOYEES THAT BECOME ELIGIBLE FOR LONGEVITY PAY	US		US	O		C			
3.1.001	2780	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	1	1	2	O		P			90-501-049 CONTAINS SOME CONFIDENTIAL INFORMATION; COMBINED JOB REQUISITION FILE (INCLUDES AP-99, AP-72, APPLICATIONS FOR EMPLOYMENT-NOT HIRED, APPLICATIONS FOR EMPLOYMENT- NOT QUALIFIED)

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104 - BUREAU OF HUMAN RESOURCES

3.1.002	2903	SELECTION & REMOVAL FILES (AP-8-B, PART 11) FORMERLY STORED AS: APPLICATIONS FOR EMPLOYMENT	AC	5	AC+5	O	P			90-501-033 CONTAINS SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF EMPLOYMENT
3.1.011	2873	LIMITED ENROLLMENT NOTIFICATION	US		US	O	P			
3.1.011	2921	TERMINATED EMPLOYEE INSURANCE FILES	AC+1		AC+1	C	P	X		AC=TERMINATION OF EMPLOYEE
3.1.012	2925	PUBLIC ADVERTISING OF VACANCIES	2		2	O	P			
3.1.014	2933	INTERVIEW & SELECTION FILES	2		2	O	P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	5777	GRIEVANCE RECORDS	AC+2		AC+2	O	P	X		MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON THE GRIEVANCE.
3.1.019	2938	PERFORMANCE JOURNALS	2		2	O	P			29 CFR 1620.32(c) MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA
3.1.020	1845	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O	P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	2869	DISCIPLINARY ADMINISTRATIVE FILES (SPECIAL)	AC+5		AC+5	O	P	X		MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT
3.1.022	3213	PERSONNEL INFORMATION AND ACTION FORMS	2		2	O	P			
3.1.023	2896	POSITION DESCRIPTION FORMS (AP-71) FOR ALL POSITIONS THAT HAVE BEEN POSTED	US+4		US+4	O	P	X		
3.1.027	5749	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	AC+6		AC+6	O	E			AC=TERMINATION OF EMPLOYMENT//REGISTRAR RECORDS. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))

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3.1.029	4307	EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF	AC+1	AC+1	O	P	X	AC=TERMINATION OF EMPLOYMENT. EXCEPT THAT FEDERAL REGULATION REQUIRES INS-1-9 FORMS BE RETAINED FOR 3 YRS FROM DATE OF HIRE OR 1 YR AFTER TERMINATION OF EMPLOYEE, WHICHEVER IS LATER. 8 CFR 274A.2(b)(2)(i)(A) and (c)(2). SEE ALSO EMPLOYEE FILES #2928.
3.1.037	2793	EMPLOYEE AWARDS	AC+5	AC+5	O	P		SERVICE AWARDS, MOMENT OF TRUTH, ACT OF KINDNESS, H.E.A.L.T.H. AWARD; HELPING HANDS; HANDS ACROSS THE WORLD; BOARD OF HEALTH; FRIENDS OF PUBLIC HEALTH; ADMINISTRATIVE EXCELLENCE; & TDH TEAM SPIRIT. AC=TERMINATION OF EMPLOYMENT
3.2	2784	MEMOS OF RELEASE FOR OTHERS TO PICK UP PAY CHECKS	AC+1	AC+1	O	P		AC=PICKUP OF PAYCHECK
3.2	2854	PAYROLL WARRANT LISTING	1	1	O	P		
3.3	2782	NAME CHANGE CARDS	US+AC	US+AC	O	P		AC=TERMINATION OF EMPLOYMENT
3.3	2807	SALARY SURVEYS	AV	AV	O	P		
3.3	2866	TERMINATION QUESTIONAIRES	AV	AV	O	P		
3.3	2871	EMPLOYEE INSURANCE DEVELOPMENT HISTORY	AV+3	AV+3	O	R	P	
3.3	2887	LISTING OF OVER AGE 25 DEPENDENTS	AV	AV	O	P		
3.3	2891	RECRUITING REPORTS & DATA	AV	AV	O	P		
3.3	2914	LOG OF ALL SPECIAL LEAVE REQUESTS	US	US	O	P		
3.3	2953	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	O	O		AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.	2818	CLASSIFICATION SPECIFICATIONS (PENDING)	AC	AC	O	P		AC=CHANGE OF PROCEDURE OF CLASSIFICATION SPECIFICATIONS. ONCE SPECIFICATIONS ARE APPROVED ARE MADE A PART THE SPECIFICATION FILE

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3.3.004	858	BENEFIT PLANS	US+1		US+1	O		O		PAPER, ELECTRONIC
3.3.010	2846	EXEMPT SALARY SURVEY	3		3	O		P		
3.3.010	4667	LABOR STATISTICS REPORTS	3		3	O		P		
3.3.011	2929	EMPLOYEE HISTORY FILES FILE INCLUDES NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, AND LAST KNOWN ADDRESS.	AC+75		AC+75	O		P	X	CARDEX FILES. PAPER RECORDS ARE NO LONGER BEING MICROFILMED.
3.3.011	3315	EMPLOYEE HISTORY FILE, (NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, AND LAST KNOWN ADDRESS)	AC+5	70	AC+75	O		M	X	MASTER COPY OF MICROFICHE IS RETAINED IN THE STATE RECORDS CENTER 92-501-118; AS OF 2002, RECORDS ARE NO LONGER BEING MICROFILMED.
3.3.015	2808	CLASSIFICATION SPECIFICATIONS (INCLUDING JOB AUDITS)	US+3		US+3	O		P		
3.3.023	2930	TRAINING STIPENDS/EDUCATIONAL REIMBURSEMENTS	FE+3		FE+3	O		P		
3.3.031	3363	EEO REPORTS AND SUPPORTING DOCUMENTATION	3		3	O		O		29 CFR 1602.30-32; PAPER AND ELECTRONIC; INCLUDES EEO DATA SHEETS THAT ACCOMPANY EMPLOYMENT APPLICATIONS
3.4.004	5001	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.006	2916	TIME CARDS & TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	2917	TIME OFF AND/OR SICK LEAVE REQUEST	FE+3		FE+3*	O		O		PAPER, ELECTRONIC
3.4.007	2946	SPECIAL LEAVE RECORDS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
3.4.007	3365	DAILY ABSENCE REPORTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.1.004	2824	DISTRIBUTION LIST FOR MONTHLY DATA RUNS	US		US	O		P		
5.1.007	4621	REQUISITIONS FOR IN-AGENCY COPY/PRINTING SERVICES	AV		AV	O		P		

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5.3	5299	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	AC+4	AC+4	O	P		
5.4.001	4665	WORKERS' COMP REPORTS AND ASSOCIATED DOCUMENTATION	CE+5	CE+5	C	P	X	
5.4.012	3055	EMPLOYEE IDENTIFICATION BADGES	AC+2	AC+2	O	O	X	PAPER, ELECTRONIC; AC=EMPLOYMENT TERMINATED WITH TDH

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